

PROPOSAL SOLICITATION NOTICE- Notice of Funds Availability - February 11, 2004
Indoor Air Quality Allocation/Asthma Funding
for State Agencies, Local Agencies, Coalitions, Schools and Districts,
Tribes, Non-Profit/Governmental Organizations - Cooperative Assistance
Agreements
USEPA Region 5 Indoor Air Program - BY04/FY05

SUMMARY:

The purpose of this notice is to allow state and local agencies, coalitions, schools and school districts, Tribes, non-profit, and governmental organizations to address the following indoor air quality (IAQ) areas: (1) implement IAQ management programs in schools consistent with USEPA's IAQ Tools for Schools (TfS) program; (2) complete in-home asthma education projects; OR, (3) support environmental tobacco smoke/secondhand smoke (ETS/SHS) education, all of which will be funded under the Clean Air Act (CAA) Section 103(b)(3). USEPA Region 5 is soliciting state and local agencies, coalitions, schools and school districts, Tribes, non-profit, and governmental organizations to implement one of the three programs listed above in schools, communities, or regions in the Region 5 States of: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin.

BACKGROUND:

USEPA was mandated by Congress under Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) to perform research and provide information on indoor air quality pollutants and their health effects. The purpose of this solicitation notice for Indoor Air Quality Research and Education Grants is to achieve USEPA's objective (under the Government Performance Rating Act-GPRA) that by the year 2005, 15 million more Americans will live or work in homes, schools, or office buildings with healthier indoor air than in 1994.

Most people are aware that outdoor air pollution can damage their health, but many do not know that indoor air pollution can also have significant harmful effects. USEPA studies of human exposure to air pollutants indicate that indoor air levels of many pollutants may be 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels of indoor air pollutants are of particular concern because it is estimated that most people spend as much as 90% of their time indoors. Comparative risk studies performed by USEPA and its Science Advisory Board have consistently ranked indoor air pollution among the top five environmental risks to public health. For additional information about USEPA's IAQ program, visit www.epa.gov/iaq.

COOPERATIVE AGREEMENT ASSISTANCE SUPPLEMENTAL INFORMATION:

1. Amount of Funding Available - USEPA Region 5 plans to award between 3 to 6 cooperative assistance agreements ranging from \$25,000 to \$60,000 for the following types of projects:

- a. **Indoor Air Quality Tools for Schools (IAQ/TfS)/Management**
- b. **Asthma Education**
- c. **Environmental Tobacco Smoke (ETS)/Secondhand Smoke (SHS)**

The number of awards will depend on individual proposal cost; and the final aggregate amount of federal funding for all proposals made available to Region 5. *Should additional funding*

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become available for award, USEPA Region 5 may award additional cooperative assistance agreements based on this solicitation and subsequent rankings, without further notice or competition.

2. Right to Reject All Proposals - USEPA reserves the right to reject all proposals & make no awards.

3. Matching/Cost Share Requirements -No match is required, although a five to ten percent (5 - 10%) match is encouraged. In-kind contributions often include salaries or other verifiable costs. In the case of salaries, applicants may use either minimum wage or fair market value. All cooperative agreements/grants are subject to audit.

4. Eligible Applicants - Applicants eligible to submit proposals under this announcement include: State and local health agencies, labor/occupational health, education, human services, environment, or other state and local agencies that address environmental concerns in the indoor environment; coalitions; schools and school districts; Tribes; and non-profit and governmental organizations.

USEPA Region 5 will consider only one (1) proposal per applicant for a given project. Applicants may submit more than one proposal if the applications are for separate and distinct projects or activities. Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards. No entity will be awarded more than one grant/cooperative agreement for the same project during the same fiscal year award period.

USEPA Region 5 is soliciting State and local agencies, coalitions, schools and school districts, Tribes, non-profit, and governmental organizations to target their activities in schools, communities, or regions in the Region 5 States of: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin.

5. Initial Proposal Submittal - Due Dates and Location of Delivery -

What you must submit to USEPA Region 5 by April 14, 2004:

- 1) Post-marked proposal following exact format listed in Section 13;
- 2) Email notification to Helen Tsiapas (tsiapas.helen@epa.gov) that proposal has been submitted along with **attached electronic file of the proposal**.

All proposals should be mailed to:

U.S. Environmental Protection Agency Region 5
Attention: Helen Tsiapas
77 W. Jackson Blvd (AE-17J)
Chicago, Illinois 60604

USEPA will consider all proposals which are post-marked by the U.S. Postal Service on or before the deadline published in the request for proposals. Faxed and electronic applications will not be accepted.

Questions on this proposal solicitation notice should be submitted via email to:

1. Helen Tsiapas at tsiapas.helen@epa.gov or

2. Jeanette Marrero at marrero.jeanette@epa.gov

We will post the answers on the website so that everyone can view the questions and answers.

6. Statutory Authority and Applicable Regulations - Air Quality grants are awarded under the authority of Section 103(b)(3) of the Clean Air Act & 42 USC 7403.

The regulations governing the award and administration of Air Quality Projects are 40 CFR Part 30 (for institutions of higher education, colleges and universities, community based organizations or coalitions, voluntary organization, and other non-profit organizations); and 40 CFR Part 31 (for School District or group of districts, State, Tribal, County, City or Local Health Departments).

7. Intergovernmental Review - Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

8. Federal Requirements - An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). Refer to www.epa.gov/ogd/AppKit/application.htm. In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in Federal assistance awards in accordance with 40 CFR Part 32

9. Project Period Time Frame - Project period duration should not exceed two years from the on-set of cooperative assistance funding, although one year is the preferred time period. Funding will be available after October 1, 2004. No funding will be available prior to October 1, 2004.

10. Evaluation Process - Three EPA Regional staff will be responsible for reviewing each proposal. The three staff forming the Review Group for each proposal will consist of: a programmatic lead for the specific project type; another program-specific staff person; and, a Region 5 staff person outside of the specified program but familiar with the Grants Procedures. Each member of the Review Group may score up to 100 points for each proposal. These points will be calculated using the same Evaluation System, which is based on Ranking, Eligibility and Format Criteria specified below. The final score will be an average of the three scores, and then compared against similar project proposals.

PROPOSAL CRITERIA:

11. Final Evaluation Process - General Ranking Criteria - Final funding decision will be made based on the following factors:

- a. Description of Priority Topic Areas for Consideration-Eligibility Criteria (See Item 12 and applicant's experience with topic areas (40 points);
- b. Geographic locations and extent of anticipated environmental impact of the project in the region (5 points);
- c. Regional concerns, which include asthma (reducing environmental exposures including school and home-based programs similar to USEPA's Smoke-free Homes Pledge, Clean School Bus USA, Integrated Pest Management, etc.)

- children's environmental health, environmental justice, susceptible populations, & community-based air quality concerns. Visit USEPA Region 5's website for more information (5 points);
- d. Cost of USEPA Region 5-funded portion of project compared to the relative benefit (10 points);
- e. Staff Experience and Other Resource Support (including funding) (5 points);
- f. Partners (Letters of support from identified partners will be required at time of final grant application) (5 points);
- g. Submitting application following Format Criteria outlined in Item 13 (5 points);
- h. Interpretive Review of overall proposal and ability of applicant to submit financial assistance forms by July 14, 2004 (please refer to USEPA's website at www.epa.gov/ogd/AppKit/application.htm) (25 points);
- i. Successful completion of past USEPA Region 5 Indoor Air Program grants/cooperative agreements by applicant. This criteria will only be used to disqualify applicants that have not submitted requested information or final reports from prior year assistance agreements (prior to fiscal year 2004). If there are questions regarding the applicant's status, please contact Helen Tsiapas at tsiapas.helen@epa.gov

12. Priority Topic Areas for Consideration - Eligibility Criteria - Grants under the Clean Air Act, Section 103(b)(3) may only be used to conduct and promote the coordination and acceleration of, research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, reduction, prevention and control of air pollution.

USEPA will award Clean Air Act grants under Section 103(b)(3) for research, investigations, experiments, training, demonstrations, surveys and studies related to the causes, effects, extent, prevention, reductions and elimination of air pollution in any of the following three (3) priority subject areas:

A. IAQ Tools for Schools/Management Program - This is for direct implementation of IAQ Management in Schools projects consistent with the IAQ TfS program, whether in individual schools or in school districts. The major goal of this work is to reduce school occupants' exposure to IAQ pollutants through the program.

An IAQ TfS Proposal will be eligible for selection and ranking if it:

1. Provides goals and objectives which are clearly stated that identifies how the project will reduce the number of students and staff exposed to IAQ pollutants in schools as a result of the applicant's project.
2. Agrees to Work with Schools and Districts in Implementing an IAQ management program consistent with the IAQ TfS program (Visit www.epa.gov/iaq/schools).
To Implement means:
 - a. Designate IAQ Coordinator &/or Committee for each school. Ideally, a district IAQ coordinator would be designated, with each school having its own coordinator & committee or team;
 - b. Complete IAQ Checklists for each school;
 - c. Complete a Walkthrough for each school;
 - d. Establish an IAQ management program which addresses issues that includes prioritizing actions to improve IAQ in the schools. Follow-up of

- schools ensuring adoption of the program is expected.
3. Defines approaches that will successfully assist schools/districts towards adopting an indoor air management plan. This may include existing successful practices or new innovative methods. Partnerships with other State and Local Agencies, coalitions, schools and school districts, Tribes, non-profit/non-governmental organizations, as well as professional associations, and local/regional educational groups are highly encouraged.
 4. Demonstrates success of the program as well as the ability to support and track the schools' progress towards implementing an IAQ Management Plan. This includes providing a quarterly report with the following outputs:
 - a. Name of the school(s) that have begun and/or completed implementation during the cooperative assistance agreement time period AND their school type (elementary, middle or high school);
 - b. Address(es) of each school that has been identified as beginning AND completing implementation during the agreement time period;
 - c. Individual school contact information (which includes name and telephone number of principal AND IAQ coordinator);
 - d. Progress the school(s) have made as defined in Item (1) of this IAQ TFS sub-section under "Implementation";
 - e. Number of staff for each school, number of students for each school, AND square footage of each school;
 - f. Other pertinent information related to the cooperative nature of the indoor air management activities, which may include participation of school in other environmental management programs (including integrated pest management, Clean School Bus USA, Energy Star programs, etc).

B. Asthma Education - This is for asthma education projects that address indoor triggers for asthma. Emphasis should be for in-home education of parents and children with asthma. However, part of funding may include workshops and outreach events to supplement education. Target audiences should be children with asthma, their parents and care givers, and school staff that administer to these children.

An Asthma Education Proposal will be eligible for selection and ranking if it:

1. Demonstrates the ability to implement and track the results of an asthma education program. This could be either as participant in an actual community-based program, or support in-state community groups participating in a statewide asthma coalition/partnership. This could also target new or on-going community-based programs, emerging coalition-based projects, local health agency activities, or non-profit groups which are involved in Asthma Education projects that are consistent with their State or local asthma plan.

For In-Home asthma projects, tracking would include: in-home identification & assessment of potential indoor environmental asthma triggers for people with asthma; direct one-on-one education on asthma, asthma management, & mitigation of indoor environmental triggers in the home to which children & other household members with asthma may be sensitive. Coordinating with existing home assessment programs and working with housing authorities &/or landlords to improve IAQ in low-income or rental housing are also considered appropriate.

2. Demonstrates success for the project and how success will be measured. This

includes providing a quarterly report on the implementation & tracking and includes at least the following outputs:

- a. Number of households visited;
 - b. Number of children/adults with asthma that have been educated;
 - c. Number of households which indoor asthma triggers have been identified;
 - d. Number of households in which asthma triggers were identified, removed, or reduced;
 - e. Additional information gathered may be accepted as a part of the report (i.e., health impacts, etc).
3. Outlines educational materials and methods used to remove or reduce asthma triggers for ETS, house dust mites, cockroaches, molds and animal dander which are compatible with the guidance contained in USEPA's asthma brochure "Clear Your Home of Asthma Triggers: Your Children Will Breathe Easier" (www.epa.gov/iaq/pubs/asthma.html) & findings and recommendations contained in the January 2000 National Academy of Sciences report on asthma "Clearing the Air: Asthma and Indoor Exposures" (<http://books.nap.edu/catalog/9610.html>).

Educational materials & assessment tools selected for the project should reflect current standards for conducting public health education and outreach activities, particularly with respect to motivating behavioral changes in low-literacy, low-income, disproportionately impacted populations or populations with specific cultural needs.

4. Provides for mechanisms on obtaining feedback about program effectiveness from households after the in-home education assessment visit(s).

C. ETS/SHS - This is for education projects on ETS and how it impacts children including EPA's Smoke-Free Home Pledge program. Emphasis is on the reduction of the number of children that are exposed to ETS on a regular basis.

An ETS/SHS Proposal will be eligible for selection and ranking if it

1. Provides goals & objectives clearly stated that will reduce the number of children that are exposed to ETS on a regular basis as a result of its educational outreach activities. The cooperative agreement budget is appropriate to accomplish the scope of work (i.e., number of children exposed to ETS on regular basis, their parents &/or caregivers that will be reached);
2. Demonstrates success for the project and how success will be measured. This includes providing a quarterly report on the implementations & tracking & includes at least the following outputs: (a) number of households affected, (b) number of caregivers/parents that smoke educated, and, (c) number of households that will/have become smoke-free;
3. Outlines educational materials and mitigation methods consistent with support materials provided by USEPA regarding ETS/SHS exposures, (i.e., "Smokefree Homes Pledge" campaign (www.epa.gov/smokefree));
4. Describes mechanisms for obtaining feedback about program effectiveness.

13. Format Criteria - Applicants must submit a workplan and a budget as described below. Proposals must be reproducible; they should not be bound. They should be stapled or clipped

once in the upper left-hand corner, on white paper, and with page numbers, project title & **grant applicant name on each page**. **FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN AUTOMATIC REJECTION OF PROPOSAL.**

Proposals cannot exceed two (2) pages in length (one-sided, 11 point or larger font, one inch margins) for the narrative discussion, with an additional third page for Budget Table and budget narrative.

Proposal should include the following:

- a. Title of Project. Include Subject Reference to one of the following for each proposal: (a) IAQ TfS; (b) Asthma In-Home, or (c) ETS/SHS;
- b. Applicant Background. Include organization information (including mailing information, etc). A very brief description of organization, experience in IAQ or asthma activities, and organization's infrastructure as it relates to proposal implementation. Identify Project Contact, with phone number and email address;
- c. Applicant Project/Grant Experience. Very brief description of experience implementing evaluation and tracking procedures and managing grants/agreements, especially those related to IAQ or asthma. Partners may be identified here. Applicants that have received USEPA Region 5 IAQ funding in the past should identify project title, year(s) funding was received (if after 1997), and assert if successful completion was achieved;
- d. Project Period. Beginning and Ending Dates of Project. **Provide statement of ability to complete final application, if proposal is selected, by July 14, 2004;**
- e. Project Description. Goals and objectives to be met should be identified. Description & time frame for implementation should also be provided, including establishment of quarterly and final report submission dates. Mechanisms for obtaining feedback/project evaluation should be discussed here, if relevant. (Provide USEPA with an explanation of how to determine/measure whether goals & objectives of project are being met. Evaluation plans may be quantitative & may include, i.e., surveys, observation, or outside consultation, etc.);
- f. Results Expected. Description of outcomes expected. Refer to Item 11 "Priority Topic Areas for Consideration - Eligibility Criteria" outputs;
- g. Budget & Applicant Staffing/Funding Resources (Separate Page - 3rd Page). Description of staffing and funding sources necessary to implement proposed Work Plans, including number of workers and staff qualifications. No resumes required. Budget should contain the following categories: Personnel, fringe benefits, travel, equipment, supplies, contractual, other/miscellaneous costs, total direct charges (sum personnel, fringe benefits, travel, equipment, supplies, contractual and other costs), indirect charges and total (sum of direct and indirect charges). An explanation should be included which describes indirect costs. A table format (columns and rows) is suggested. Expected partner support and matching may also be further described here. Final Total of requested USEPA funding should be clearly identified.

PLEASE FOLLOW THE OUTLINE SHOWN ON PAGES 8-10 OF THIS RFP !!!

Project Title:
Applicant Name:

Title of Project

Applicant Background and Project Contact (include phone number and email):

Applicant Project/Grant Experience:

Project Period:

Project Title:
Applicant Name:

Is the Applicant, if selected, able to submit additional paperwork by July 14, 2004?

YES

NO

Project Description:

Results Expected:

Project Title:
Applicant Name:

Budget and Applicant Staffing/Funding Resources:

14. Review Process - There will be a two-tiered review process. The first tier will be a basic review of the proposals which will include: how well did the applicant follow the required format (see #12); is the applicant eligible for funding; is the applicant applying for IAQ projects listed in the Proposal Solicitation Notice; is the applicant using area-specific data in their proposal (e.x. asthma or smoking rates in their State or community, demographics of school district, etc.); and, did the applicant submit the proposal postmarked by April 14, 2004 and did they send an **electronic notification and proposal**. The second tier will involve the actual evaluation of the proposals.

15. When will we be notified about the status of the proposal? After USEPA Region 5 staff conducts a review and ranking of all submitted proposals, all applicants will be contacted through the Project's Identified Contact. For those proposals that had not been selected, this may take as long as 60 days after the deadline date.

16. What happens if our proposal is selected? Successful applicants will be requested to submit a complete application, workplan and budget by July 14, 2004 to complete the process. Some of these documents include: "Application for Federal Assistance" (form SF 424) and "Budget Information: Non-Construction Programs" (form SF 424A). Selected applicants will be asked to provide a more detailed workplan. Additional information may be specifically requested by the program prior to final award. Assistance forms can be found at www.epa.gov/ogd/AppKit/application.htm.